

## St. Peter's Hospital Provider On- Boarding Check List

### Security:

1. \_\_\_\_\_ Hospital Badge: please send an email to [sphpsecuritybadging@sphp.com](mailto:sphpsecuritybadging@sphp.com) to request a badge.
2. \_\_\_\_\_ Parking: once you have your badge, parking is available in the Physician Parking lot, the main parking garage or the Hackett parking lot.
3. \_\_\_\_\_ Hospital Services/Layout: a map of the hospital can be obtained from the Security office. If you need assistance the security office is always available. There is also a map of the hospital on the home page of SPHCS.org.

### Medical Staff Office:

4. \_\_\_\_\_ Identity Proofing: is required before a provider is allowed to work on the premises of St. Peter's Hospital. It is also needed for NYS for ePrescribe, contact Medical Staff Office at 518-525-1228. Hours of operation Monday-Friday 7:30 am till 4:00 pm.

**Please note you can't get a sign-on until you have been approved by the Credentialing Committee for hospital privileges! This request takes up to 5-10 days to process, please plan accordingly.**

### Clinical Informatics:

5. \_\_\_\_\_ Access: Provider Portal/Soarian, EDIMS, Dictation #. It will take 5-10 days to process this request before you are able to access the systems, please plan accordingly. Please email [provider.access@sphp.com](mailto:provider.access@sphp.com) with your request.
6. \_\_\_\_\_ Training: Provider EMR training is **mandatory**, please allow for approximately 3 hours. Available Monday-Friday 8:00 am – 4:00 pm. Please email [Provider.access@sphp.com](mailto:Provider.access@sphp.com) with your request.
7. \_\_\_\_\_ NYS ePrescribe: requires Identity Proofing thru the Medical Staff Office and you need to have System access to enroll. Please note it can take up to 2 weeks for the approval process, so please plan accordingly. Even if you are already ePrescribing you need to be in the St. Peter's Hospital Imprivita System to discharge patients home with narcotics.

### Medical Records:

8. \_\_\_\_\_ Dictation/Transcription Issues: please contact the support desk at 734-343-5523. Your Dictation number will be provided when you receive your sign on to Soarian.